

HOME-BASED SERVICES – VOLUNTARY (PSC), COURT ORDERED (PSS), & FAMILY PRESERVATION (PFP)

1. Is there a current case plan in the file?

According DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 30 days for PFP cases. As per DCFS practice guideline 103.1, the case start date will be no later than the date the court orders home-based services, the date prior services close, or the date the services are assigned, whichever comes first. *DCFS practice guideline states a functional assessment shall be updated as new information is obtained for each family receiving home-based services prior to the development of the child and family plan.* There should be no lag time between the closure of the prior case and the opening of the home-based case. This plan is then updated at least every six months. The case plan now in use by the Division has two parts: the functional assessment and the Child and Family Plan. The beginning and ending dates of the Child and Family Plan should be recorded on the form. Check those dates to be sure a plan was in the file (or on Safe), which was current until the end of the current review period. A child and family plan is considered complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in Safe. A child and family plan is considered incomplete if the function assessment is missing or if there are gaps from when the old plan ends and the new one begins. There must be at least a child and family plan form in the file to answer this question yes or partial as appropriate.

If there is not a child and family plan that is current/complete through the end of the review period, this question should be answered No.

Yes	There is a current case plan in the file.
Partial	There is a case plan, but it is incomplete or late (but still completed within the review period. Must have a complete child and family plan form but other sections may be missing).
No	There is not a current case plan in the file; the child and family plan form is missing.
Not Applicable	The initial case plan was not yet due at the end of the review period (put ORP in the comments section).

2. Was an initial child and family plan completed for the family *within 45 days* of the case start date?

DCFS practice guideline section 105.1 requires that a child and family plan shall be developed for each family receiving home based services (PSS, PSC, PFP). Usually that child and family plan is found on the Home Based child and family (service plan) form. The Intensive Family Preservation Treatment Plan may be used for PFP cases. *According DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 30 days for PFP cases.* As per DCFS practice guideline 103.1, the case start date will be no later than the date the court orders home-based services, the date prior services close, or the date the services are assigned, whichever comes first. As per DCFS practice guideline 105.1A, a child and family plan is considered complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in Safe. Determine the completion date of prior services, the date services are assigned, or the date services were court ordered and compare that date to the completion date of the child and family plan to determine if the plan was finalized on time. Remember PFP cases are read for the life of the case. This means the completion of the child and family plan will need to be evaluated even if it is developed outside the official review period.

Yes	An initial child and family plan was completed for the family within 45 days, for PSS/PSC cases or 30 days for PFP cases, of the case start date which is no later than the date the court orders home-based services, the date prior services close, or the date the services are assigned, whichever comes first.
Partial	An initial child and family plan was completed for the family, but was not completed on time/late.
No	An initial child and family plan was not completed for the family or there is no documentation in the record that a child and family plan was completed. (answer question 3 NO)
Not Applicable	The initial child and family plan was not due until after the current review period (answer questions 3-5 NA) . The initial plan was created prior to the review period for PSS/PSC cases.

3. Were the following team members involved in creating the current child & family plan?
- a. the natural parent(s)/guardian?
 - b. the stepparent (if appropriate)?
 - c. the target child(ren) (age 5 and older)?

DCFS practice guideline section 105.1 requires that the child and family plan will be developed mutually by the child and family team through which the family can establish and meet its needs. The child and family plan will be complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in SAFE. Parental figures and the target child(ren) age 5 and older should participate in the development of the plan. **The child does not need to attend an entire child and family meeting in order for the caseworker to obtain input from the child.** Check the Activity Logs, team meeting notes, functional assessment, correspondence section or elsewhere in the record to determine who was involved in the development of the child and family plan. If the caseworker does not identify who the target children are, then it may be assumed that all children in the family should be involved in the development of the child and family plan if age 5 and older. **Input from the above mentioned parties should be obtained within 30 days of when the case plan is finalized in order to be considered timely involvement for an updated plan and within 45 days for the initial plan.**

Yes	This party was involved in the development of the child and family plan.
Partial	For A only: one parent was involved in the development of the plan when both parents are involved in the family. For B only: one stepparent was involved in the development of the plan when there are two stepparents in the family. For C only: some but not all target children are involved in the development of the child and family plan.
No	This party was not involved in creating the child and family plan or there is no documentation that the party was involved in creating the child and family plan; or development of the child and family plan occurred over 30 days (or 45 days if it is the initial plan) from when the plan was completed; or there is no documentation of a case planning process.
Considered for Extenuating Circumstance	The worker documented at least two attempts to involve this party in creating the child and family plan but the party refused to participate.
Not Applicable	The child and family plan was not due by the end of the review period; or the child and family plan was created prior to the review period (PSS/PSC cases only). (Put reason in the comments section). The family/child could not be located; for A only, reunification services have been terminated by the court; for B only: a stepparent is not involved; for C only: the child is non-communicative or otherwise does not understand the child and family plan process or the caseworker documents a valid reason why the child(ren) is/are not included in the development of the child and family plan.

4. Did the worker initiate services for the family/child as identified in the child and family plans (s)?

DCFS practice guideline sections 106, 106.1, 107, 107.1, and 107.2 discuss the initiation of services for the family/child in order to keep the child in the home. Intensive family preservation services are utilized when a child(ren) are in imminent danger of being placed in out-of-home care. The in-home worker should provide the necessary services for the family or refer the family to another agency for services if applicable. Review all child and family plans (s) applicable to the current PFP episode or review period for PSS/PSC cases and determine what services are needed, then review the activity logs, progress summaries, collateral contact and correspondence sections of the file to determine if services were initiated. If the child and family plan identifies specific agencies (including addresses and phone numbers) where the client may obtain services and if the client has a copy of the child and family plan, then the worker initiated services for the family and this question may be answered Yes or Partial depending on the situation. If services identified on the plan are covered in other areas of the review such as caseworker visits or collateral contacts, these items do not need to be reevaluated in this section.

Yes	The worker initiated all services for the family as identified in the child and family plans.
Partial	The worker initiated some but not all the services for the family as identified in the child and family plans.
No	The worker did not initiate services for the family as identified in the child and family plans or there is no documentation that the worker initiated services for the family as identified in the child and family plans.
Considered for Extenuating Circumstance	The worker did not initiate services for the family as identified in the child and family plans for reasons beyond the workers control such as the family refused services, the family could not be located. (Write detailed explanation in the comments section.)
Not Applicable	The family was not receiving in-home services. Services to be provided to the family were not identified in any child and family plans. There is not a plan for the entire review period.

5. Did the worker make at least one home visit each month of this review period?

DCFS practice guideline section 106.1 states home visits are to be performed on at least a monthly basis. Home visits by a caseworker at least once per month is one of the core services which comprise the minimum level of service provision which shall be provided for families receiving protective supervision or voluntary supervision services. Check the Activity Log, progress summaries, court reports and elsewhere in the record for documentation that a home visit was conducted during each month of the review period. The supervisor, mentored worker, or intern representing the family's caseworker, if the caseworker is unavailable for an appropriate reason, may make the caseworker's visits to the family's home. Home visits must occur in the home in which the target child is living.

Yes	The worker made at least one home visit this month.
No	The worker did not make a home visit this month or there is no documentation of a home visit this month.
Considered for Extenuating Circumstance	The worker documented two or more attempts to make this visit but the family was unavailable; or family/child moved out of state, ICPC agreement in place or pending. (Write detailed explanation in the comments section.)
Not Applicable	The family was not receiving services during this month or received services for less than half of the month.